

EXHIBITOR CHECK LIST

Ottawa

THE NATIONAL WOMEN'S SHOW

Please print a copy of this checklist to assist you in planning for the Show. If you require any of the following services, take advantage of **early booking discounts**. Deadlines are noted below.

Please review the Exhibitor Manual for more details.

	DEADLINE DATE	
• Goodie Bag Items Shipping (if applicable)	August 12 – September 20, 2024	<input type="checkbox"/>
• Email Blast Ad Submission	August 24, 2024	<input type="checkbox"/>
• Food / Beverage Sampling Application	September 1, 2024	<input type="checkbox"/>
• Onsite Personal Services Form Application	September 1, 2024	<input type="checkbox"/>
• Hotel Reservation	September 17, 2024	<input type="checkbox"/>
• Show Guide Ad Submission	September 19, 2024	<input type="checkbox"/>
• Custom Discount Coupon Request	September 20, 2024	<input type="checkbox"/>
• Booth Cleaning	September 27, 2024	<input type="checkbox"/>
• Electrical	September 27, 2024	<input type="checkbox"/>
• Telephone / Internet / WIFI	September 27, 2024	<input type="checkbox"/>
• Booth Accessory Package Order	October 4, 2024	<input type="checkbox"/>
• Audio Visual Rental	October 3, 2024	<input type="checkbox"/>
• Ice Order	October 4, 2024	<input type="checkbox"/>
• Refrigeration/Freezer Storage Order	October 4, 2024	<input type="checkbox"/>
• Show Decorator (Furniture, accessories, etc.)	October 10,2024	<input type="checkbox"/>
• Plan for shipments to arrive on:	October 18, 2024	<input type="checkbox"/>
 Reminders		
• Travel Arrangements Made		<input type="checkbox"/>
• Final Payment Due	60 Days before the Show	<input type="checkbox"/>

**The show is over on Sunday at 5pm. Booths may not be torn down prior to this.
Please schedule flights and pick-up accordingly.**